

Advisory Committee Meeting

Minutes

January 29, 2010

In attendance

Faith Line, Ray McBride, Sarah McMaster, Kristen Simensen, Drusilla Carter, David Goble, Frank Bruno, Catherine Buck Morgan, Jan O'Rourke, Rogan Hamby

I. Approval of Minutes

Faith moved to accept the minutes as presented. Sarah seconded. Unanimously approved.

II. Migration status

No migration issues to report.

III. Committee Reports

A. Financial Model Committee

Looking at the number of item records, total number of staff clients, and total number of circulation clients. If using staff clients, need to update the total number of clients at least once a year. We will send out info to AC and will get back together to discuss these items in order to make a recommendation to the AC at the next meeting. Currently, there is no cost to be assessed to local libraries but an invoice will be developed and sent out when that happens. The committee will have a conference call to discuss the various figures and the committee will reconvene immediately prior to the next SCLENDS committee meeting.

B. System Admin Committee

i. Meeting

The committee met and had a great meeting and the group shared information that should benefit each library. Good tips and tricks will be listed on the wiki. Shasta Brewer has not been able to distribute the minutes as yet, but she will do so soon. Ray recommended that all Directors talk to their system administrators to ensure that information is being shared.

ii. System Admin Search Update

After looking at the financial burden a FT systems admin would place on each library, Catherine is going back to get cost quotes for a half time systems admin in order to reduce the total cost share for this support. Travel funding would also be required in the event that new libraries come on or individual libraries need support.

- iii. Helpdesk update and future
Nothing to report.

C. Finance

Final Syndetics cost was \$9790.00 – 1032.23 per library (with Union paying \$500.00).
Members are waiting on an invoice which will be sent out soon.

D. Governance

The list of libraries that have expressed interest SCLENDS now includes: Oconee, Kershaw, Colleton, Horry, AHJ. Discussions with the libraries may start in the Spring.

E. Circulation

- i. Issues

Holds were not targeting correctly for Anderson County. Rogan fixed this.

- ii. Policies and practices

Frank Bruno shared information with the AC that his local circulation policy was amended to include a paragraph that a policy change on the part of SCLENDS may be adopted without referral to the local board. He will send the exact language to share with the other member libraries.

F. Cataloging Issues

- i. Duplicate Records

Ray recommended that Anderson and York county be allowed to start directing the changes of staff with regard to catalog issues. Expediency is a major issue here. Catherine noted that in many cases records that were not matched have by Equinox are virtually identical. Further, Catherine demonstrated that the catalog display places an additional burden on libraries that show up at the top of results display and that York library, which is at the bottom, has a strong net borrower trend as a result. Sarah made the point that the catalog should be our top priority for improvement. Ray noted that the patron search experience is of concern to all of us. Cleaning up most recent bib items (2009-current) was agreed as a place to start.

Faith stated that simplicity must be the key in cleaning up catalog, not consensus among catalogers, which would be difficult to achieve and contrary to the larger goals of ease of use by patrons. The AC agreed that we need matching points ASAP to determine how to proceed NOW. Faith volunteered to attend the cataloging meeting and talk to Colleen as well to ensure that this meeting produces these match points. Frank noted that now is the time to pay someone to merge records if that is going to

happen. Autographics, Blackwell, ESI quotes should be solicited based on the criteria from the meeting.

ii. Weeding Items and Records

Sarah noted that weeding practices vary from library to library. In some place, weeding is performed based on items that circulate least are pulled and in others, an entire author or series will be pulled. Kristen suggested “Free to Good Home” location at SCLENDS level. Placing items here for other libraries to adopt could help coordinate weeding as well as fill gaps as book budgets are cut.

G. Training

The training workgroup met at the beginning of the month. The trainers want to see the new version well in advance of any upgrade. A “preview” server will be provided by ESI that can be used for this purpose. Indiana has already produced documentation for v. 2 that is excellent. They also have a weekly tips email that some catalogers love.

The AC stated that a comprehensive list of migration issues and how to address them would be acceptable for libraries that are considering joining SCLENDS.

Email addresses for all contacts are on the wiki. All available training documentation that the group knows of is currently posted on the wiki. Other non-consortium documents will be added.

Sarah noted that training in the new acquisitions module will need to be a priority, as several libraries have staff that has never used an acquisitions module. This is especially important in terms of how it relates to cataloging and record cleanup.

IV. Other Questions/ Issues

- A. Registration verification – Sarah raised the issue that staff needs to be verifying registration information. Her staff members are finding errors that affect circulation periods, etc. Catherine recommended that libraries spend the money to “pre-pend” the library name to the patron type as it affects reports.
- B. “Free Forever” Server Update — Dave Brown of ESI is working on an MOU to provide test environment per agreement that was approved at the last meeting of the AC in return for instability that was experienced last year.
- C. Stickers – Kristen presented info about stickers with the SCLENDS logo that might be placed on patron cards. The AC expressed interest in this proposition and asked Kristen to further investigate and provide samples of stickers and colors.
- D. NC Libraries interested in SCLENDS – The AC expressed interest in talking with NC public libraries about our experience forming SC LENDS. They will be meeting in the coming year. Catherine will provide information about a future meeting to interested AC members.

E. Ownership markings

The AC did not want to put labels on the front of items. Some libraries do not stamp the pages, though, and this is a location that all libraries could do to improve recognition of owning library.

F. Delivery Issues

- i. Weight: Faith Line raised the weight of bins being sent to Anderson. Female staff cannot and should not lift bins that are overloaded. Frank noted that space considerations on the IMS delivery van contributes to this problem.
- ii. Locked DVDs: please unlock.
- iii. DCL-Summerville and DCL-St. George are locations now on different IMS routes. Please do not place items to these two locations in the same bag or bin.
- iv. Highlight or write across the top of the receipt the destination library to make it easier for staff to get items to the correct location.
- v. Damaged DVDs: you may wish to put DVDs inside of another plastic box or case to prevent damage to materials.

G. ALA Midwinter Report – Drusilla reported on conversations at ALA Midwinter with other Evergreen libraries and libraries considering Evergreen. Various development projects are under way by King County and BiblioNation. Some SCLENDS libraries may be contacted about our experiences by some libraries that are close to migrating.

Next AC meeting: Friday, February 26, 10 a.m.; SCSL Room 301.